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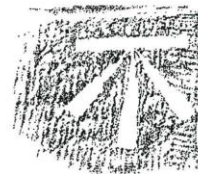
Archaeological Building Recording

1-33 Trafalgar
Square,
Sunderland

Final Report

January 2017





NORTH *of* ENGLAND CIVIC TRUST

Archaeological Building Recording

1-33 Trafalgar Square, Sunderland

Final Report

Prepared as part of Listed Building
Consent 16/01262/LBC for
Tyne and Wear Archaeology Service

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Non-Technical Summary

- 1.1 An archaeological building recording survey of 1-33 Trafalgar Square, Sunderland, SR1 2BW, was carried out during November 2016 by Jules Brown and Elanor Johnson of North of England Civic Trust. Fieldwork at the site was undertaken on Tuesday 15th November 2016, with additional research and analysis in the weeks prior to and after this date.
- 1.2 The work was completed as a condition of the Listed Building Consent (16/01262/LBC) granted by Sunderland City Council, to a specification provided by the Tyne and Wear Archaeology Officer, Jennifer Morrison.
- 1.3 Trafalgar Square is located at NZ 40684 57232. It is bounded by a local stone rubble wall around all four sides of the rectangular site, with a road to the north east, a closed burial ground to the south east and south west, and a pedestrian walk to the north west.
- 1.4 The building is Grade II Listed (List Entry Number 1207071) and comprises three two-storey ranges of brick and stone construction with stone ashlar dressings, rendered on some elevations, around a central landscaped quadrangle. Trafalgar Square is in Old Sunderland Conservation Area.
- 1.5 This work was undertaken according to the specification issued by the Tyne & Wear County Archaeology Service. The purpose of the work is to provide a permanent record of the structures as they were immediately prior to the repair and alteration work. A comprehensive photographic building recording survey has been made of 1-33 Trafalgar Square and no further work is required.

Introduction

- 2.1 This report details the results of an archaeological standing building recording exercise undertaken on 15th November 2016 by Elanor Johnson and Jules Brown of North of England Civic Trust at 1-33 Trafalgar Square, Sunderland SR1 2BW, national grid reference NZ 40684 57232.

Fig 1: Oblique aerial of Trafalgar Square





2.2 Trafalgar Square comprises three two-storey ranges around a landscaped quadrangle. On the fourth side is a low stone wall and piers with iron railings and gates. The building is divided in to 33 self-contained flats linked by communal corridors, entrances, and stairways.

2.3 The site is bounded to the north east by a road, The Quadrant, to the south east and south west by the closed burial ground of Holy Trinity Church, and to the north west by a pedestrian walk, Church Walk. A local stone rubble boundary wall demarks the extent of the site.

Fig 2: Location of Trafalgar Square, showing names given here for the three built ranges



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0m 20m 40m 60m 80m 100m

Scale: 1:1250, paper size: A4

2.4 Trafalgar Square is an early Victorian development of almshouses built for the welfare of the merchant seafaring families of Sunderland. It has been in continuous use since it was built in 1840, to the design of William



Drysdale. It is owned by Sunderland Aged Merchant Seamen's Homes, a charity and registered social landlord, and is managed on their behalf by Tyne Housing Association.

2.5 The building is Grade II Listed (List Entry Number 1207071). Associated Listed structures are the decorative cast-iron lamp standard on a stone plinth in the centre of the quadrangle (List Entry Number 1208169) and the low stone wall and piers with iron railings and gates which form the north west boundary of the site (List Entry Number 1208160).

2.6 Trafalgar Square lies within Old Sunderland Conservation Area, and is close to the Donnison School and associated cottage (unlisted, late 18th and early 19th century buildings), and a number of listed structures detailed in Table 1. Trafalgar Square is bounded to the south east and south west by the burial ground of Holy Trinity, the first parish church for Sunderland. The site is otherwise surrounded by mixed nineteenth and twentieth century architecture, some open green spaces, and a number of earlier buildings associated with the development of the port of Sunderland.

Table 1: Listed buildings in close proximity to Trafalgar Square

Name	List Entry Number	Grade
Church of Holy Trinity	1208056	I
Wall to North of Church of Holy Trinity	1208124	II
Caretaker's Cottage to Church of Holy Trinity and attached walls	1293305	II
Forecourt Walls, Gate and Railings to Caretaker's Cottage, Church of Holy Trinity	1279920	II
Forecourt Wall and Gate Piers to Church of Holy Trinity	1207070	II

2.7 Trafalgar Square has suffered from long term, persistent problems with penetrating and rising damp and as such requires repairs and alterations both internally and externally. NECT applied for Listed Building Consent to carry out this work in June 2016.

2.8 Listed Building Consent was granted by Sunderland City Council, with a condition to undertake a programme of archaeological standing building recording to a specification provided by Tyne & Wear Archaeology Officer, Jenny Morrison. The programme of recording includes photographs of all external elevations and example photographs of the interior of one flat.

2.9 The report on the programme of recording comprises a photographic and textual description of the building with some analysis of its structural history.

2.10 The completed archive, comprising a written report and photographic records, is deposited at Tyne & Wear Historic Environment Record and Tyne & Wear Archives. The OASIS Reference Number for this work is 'northofe1-272803'.

Methodology

Research Objectives

3.1 The overall aim of the programme of archaeological standing building work was to provide a permanent record of Trafalgar Square prior to internal and external alterations to the fabric of the building. The level of recording was to be a Level 2 Survey, as defined by Historic England (Historic England, 2016, *Understanding Historic Buildings: A Guide to Good Recording Practice*).



Methodology

3.2 The archaeological standing building recording was carried out on 15th November 2016 by Jules Brown and Elanor Johnson of NECT, with an additional fieldwork visit on 10th January 2017 by Jules Brown. The fieldwork was carried out in accordance with the aforementioned specification produced by the Tyne & Wear Archaeology Officer, which required the compilation of a Level 2 record, in line with guidance from Historic England. In addition, guidance from the Institute for Archaeologists and the Association of Local Government Archaeological Officers was used.

3.3 The main element of the fieldwork was the compilation of a photographic record of the structure using a digital Nikon D1300 SLR camera with an AF-S DX NIKKOR 18-55mm f/3.5-5.6G VR lens. All images were shot using the RAW setting and a fine JPEG setting. RAW images were then processed by batch conversion to TIFF. Minimal editing of images (cropping and rotating) was carried out in Photoshop.

3.4 A full set of printed photographs, at a resolution of 300dpi at A5 printed size, are included in this report. A list of these photographs and digital copies of the photographs are included at the end of this report.

3.5 The building was inspected during the fieldwork, and these findings, combined with archival research, provide the basis for the descriptive summary of findings as set out in Section 6 of this report.

Archaeological and Historical Background

Almshouses

4.1 Almshouses represent a link between medieval and modern approaches to welfare provision (Historic England, 2011). Accommodation for residents was usually arranged formally around a courtyard or quadrangle, echoing the architecture of a medieval cloister or college, and secular almshouses display heraldry, inscriptions, sculptures and other features to indicate status. The quadrangle design embodies a collegiate approach of individual living units around shared facilities

4.2 Around 1,200 buildings in England are listed at Grade II as almshouses, over a third of which are Victorian. Historic England emphasises site planning, intactness (particularly external) and architectural interest when considering the significance of almshouses after 1840.

4.3 Surviving almshouses are an excellent example of the historical tradition of private charity providing for the welfare of a socially and economically valued community, in the case of Trafalgar Square the mariners and their dependents. Charitable almshouses continued to fulfil this role well in to the twentieth century, when the public sector essentially replaced private and charity welfare housing. In the north east, there are only 17 Grade II listed almshouses, with only 2 in Sunderland.

Historic Maps and Archival Research

4.4 A limited map regression exercise was carried out. The 1st Edition OS map (1859-60) shows the building divided internally in to 13 units. The footprint of the building, the quadrangle, and the wall and gates along the north west boundary of the property are much as seen today. The map does however indicate a difference to the three other boundaries, which appear to have been lined with planting or possibly structures at the time. Analysis of later maps indicate little change until the addition of 13 offshoots on the external elevations, at some point between 1955 and 1977, as revealed by the OS map sequence (discussed below).

Fig 3: c.1993 photo showing different windows, doors and roofing material to today (Sunderland Local Studies Centre)



Fig 5: c.1993 photo of an internal stairwell showing no decorative features (Sunderland Local Studies Centre)

4.5 A search of the Tyne & Wear Archives digital catalogue produced no results relating to Trafalgar Square. A search of the paper catalogue was not carried out. A search of the catalogues at Sunderland Local Studies Centre uncovered a number of documents and resources relating to Trafalgar Square, the bulk of which are ledgers, minute books, information on finances of the Trustees of the Muster Roll, and lists of past residents. Additional archival material relating to individual residents was also held. Most revealing was approximately 12 historic images of Trafalgar Square held by the Local Studies Centre. These were all from the second half of the twentieth century – dated 1993 but possibly earlier – and may have been a partial record of the site before the 1990s work. Two of these are included here and discussed below.





Historic Building Recording

Description and Development Sequence

5.1 Trafalgar Square is a block of almshouses designed by William Drysdale, a Sunderland builder and surveyor, for the Trustees of the Muster Roll Fund, to house aged or disabled merchant seamen, their wives and widows, and their children. The building was completed in 1840. When built, it supplemented the earlier almshouses built in 1727 at the nearby Assembly Garth (now gone). Current external and internal photos are included below.

5.2 It is a quadrangular form comprising three two-storey ranges with hipped pitched roofs around a landscaped open space, the fourth side of which is enclosed by a low wall with tall railings (separately listed; see above). The building's plan form includes a series of two-storey offshots on the outward-facing elevations (4 on each of the north and south ranges and 5 on the east range).

5.3 The building is in dark red brick in English garden wall bond to the quadrangle elevations, with render over random rubble local stone to the outward-facing elevations. Some internal walls are breezeblock. External dressings are brick and ashlar stone. Chimneys are matching brick (each range has four ridge stacks with 6 smaller stacks on the slopes at the angles where the ranges join). The roof is in Welsh slate with concrete ridges; the c.1993 photos (see above). Rainwater goods are metal. The quadrangle is grassed with a cruciform layout footpaths in modern block pavers. The quadrangle also contains a central commemorative lamppost (separately listed; see above), a memorial plaque mounted on a modern brick plinth, a flagpole and a small amount of ornamental planting. Around the rear three sides of the site is a tall rubble stone boundary wall with sections reduced in height and replaced with railings. The rear path between the boundary wall and the building is concrete flags with ornamental beds and modern timber pergolas.

5.4 The building's quadrangle elevations have an ordered arrangement of windows and doors which, being separated by rainwater pipes, gives the impression of terraces of large double-fronted dwellings:

- ◆ the east range has 6 windows on each floor, and 3 doors
- ◆ the north and south ranges each have 8 windows on each floor, and 4 doors
- ◆ each internal angle between the 3 ranges is canted with a door and a window above. The c.1993 photos (see above) show the doorways were windows at that time.

5.5 Window openings are segmental arched with brick heads and ashlar sills. Doorways are round arched with brick heads, stone steps and timber fanlights. The c.1993 photos (see above) show timber casements and part-glazed doors with a mid-C20 character; today the building has timber sliding sash windows and four-panelled doors. The fanlights seen today might be those seen in the c.1993 photos. Each doorway has a recent Victoriana lantern. Above the eastern central doorway is a carved, painted commemorative plaque. Above that is a moulded crest in high relief, painted in heraldic colours. On the fascia above the crest is the painted motto ENGLAND EXPECTS EVERY MAN TO DO HIS DUTY, the phrase famously attributed to Admiral Lord Nelson at the Battle of Trafalgar.

5.6 The outward-facing elevations have a regular arrangement of timber sash windows (smaller ones are top-hung casements) and, in most offshots, timber four-panelled doors (again with Victoriana lanterns). Each gable-end has a pair of first floor windows and no ground floor openings.

5.7 The internal arrangement does not reflect the order of the elevations, and it appears that the layout has been altered considerably over time. When first built, Trafalgar Square provided accommodation for 104 people in small living rooms with shared communal facilities. The first edition OS map of 1858-60 shows it divided equally into 13 units, which may reflect this shared accommodation. No documents recording changes between then and the late 1950s have been seen. The building underwent major alterations in the late 1950s, with the internal arrangement being altered to create 32 self-contained flats. This is likely to have created the internal layout seen today, which is a complex but broadly symmetrical arrangement of flats accessed off shared corridors from the original doorway openings. Survey on site today reveals some of the flats' internal walls are breezeblock and suggests many of the brick walls are altered or rebuilt. As the map evidence (above) reveals the offshots were added between 1955 and 1977, it is likely they were added in the late 1950s work. Their original purpose is unclear and they may have been altered in the 1990s work (see below) as, today, some are used as lobbies, a few as bathrooms and some, particularly the first floor parts, serve no obvious purpose. The rooms today have no historic features such as fireplaces, joinery or decorative plasterwork.

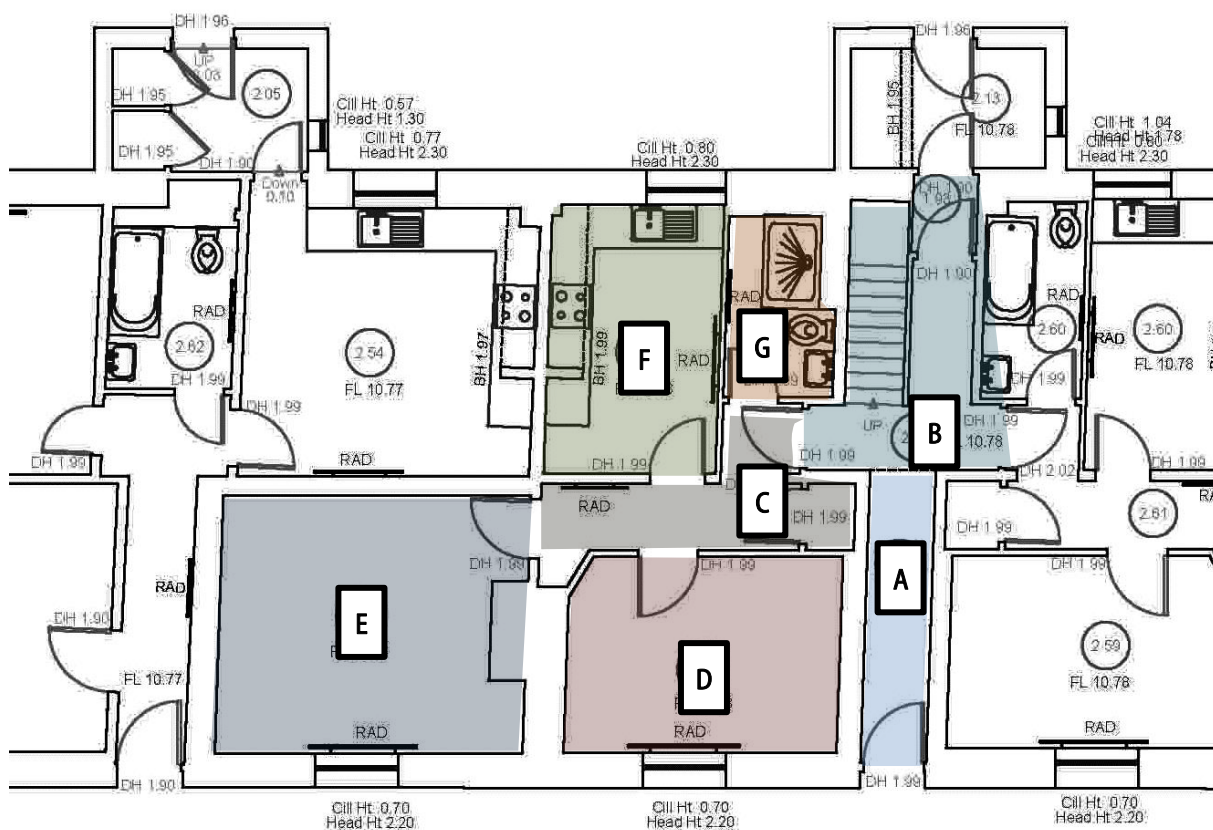


Fig 5: Extract from existing ground floor plan showing Flat 16 (Rooms C to G) and its adjoining circulation (Rooms A and B). Room letters are those used in the images included below (Spatial Geomatics Ltd)

5.8 A further programme of refurbishment was carried out in 1992-94. This is likely to have included internal works, perhaps further amending layout. The c.1993 photos (see above) include one internal shot of a stairwell presumably before the 1990s work, which shows it had no decorative features. Another c.1993 photo reveals there were also external works including those discussed above, presumably creating the features seen today (eg. swapping pantiles for Welsh slate, swapping mid-C20 casements and part-glazed doors for sliding sashes and panelled doors).



Table 2: Table of Current External Photographs (all taken by Elanor Johnson)

Photo ID	Description	Direction	Date
NECT151116TSQ-001	Trafalgar Square from Church Walk	North East	15/11/2016
NECT151116TSQ-002	Trafalgar Square from burial ground (during works)	North	10/01/2017
NECT151116TSQ-003	Courtyard showing inner elevations of N and E Ranges	South East	15/11/2016
NECT151116TSQ-004	Courtyard showing inner elevations of S and E Ranges	South	15/11/2016
NECT151116TSQ-005	Inner elevation of North Range	East	15/11/2016
NECT151116TSQ-006	Inner elevation of North Range	North	15/11/2016
NECT151116TSQ-007	Inner elevation of South Range	West	15/11/2016
NECT151116TSQ-008	Gable at north west end of South Range	East	15/11/2016
NECT151116TSQ-009	Inner elevation of East Range	East (093)	10/01/2017
NECT151116TSQ-010	Outer elevation of East Range (part, during works)	North	10/01/2017
NECT151116TSQ-011	Upper storey outer elevation of East Range	North	15/11/2016
NECT151116TSQ-012	Outer elevation of South Range	South East	15/11/2016
NECT151116TSQ-013	South West outer boundary wall parallel to S Range	South	15/11/2016
NECT151116TSQ-014	Outer elevation of North Range	South	15/11/2016
NECT151116TSQ-015	Gable at north west end of North Range	South West	15/11/2016
NECT151116TSQ-016	Roof and chimneys on outer elevation of South Range		15/11/2016
NECT151116TSQ-017	Crest/Plaque on inner elevation of East Range	South East	10/01/2017
NECT151116TSQ-018	Outer corner of N and E Ranges showing shape	West	15/11/2016
NECT151116TSQ-019	External door to Courtyard, corner of N and East Ranges	East	15/11/2016
NECT151116TSQ-020	Example external door, inner elevation (East Range)	South East	15/11/2016
NECT151116TSQ-021	Example external door, inner elevation (South Range)	South West	15/11/2016
NECT151116TSQ-022	Example detail of plaque (inner elevation, South Range)	South West	15/11/2016
NECT151116TSQ-023	Example detail of external wall (inner elevation on North Range) showing door and windows	North East	15/11/2016
NECT151116TSQ-024	Example external door, outer elevation (North Range)	North East	15/11/2016
NECT151116TSQ-025	Mounted plaque in Courtyard	South West	15/11/2016

Table 3: Table of Current Internal Photographs (all taken by Elanor Johnson)

Photo ID	Description	Direction	Date
NECT151116TSQ-026	Interior of Room B (first floor)	North West	15/11/2016
NECT151116TSQ-027	Interior of Room B (first floor, offshot area)	South	15/11/2016
NECT151116TSQ-028	Interior of Room C	South West	15/11/2016
NECT151116TSQ-029	Interior of Room E	West	15/11/2016
NECT151116TSQ-030	Chimney breast in Room E	South West	15/11/2016
NECT151116TSQ-031	Interior of Room G	South East	15/11/2016
NECT151116TSQ-032	Interior of Room B (detail of staircase)	East	15/11/2016
NECT151116TSQ-033	Interior of Room A	South East	15/11/2016
NECT151116TSQ-034	Interior of Room F	North	15/11/2016
NECT151116TSQ-035	Interior of Room F	South East	15/11/2016
NECT151116TSQ-036	Interior of Room D	South	15/11/2016



Conclusions

6.1 Trafalgar Square is Grade II listed almshouses in Sunderland built in 1840 to provide accommodation for aged mariners and their dependents. It has remained in continuous use since this time, and currently contains 32 self-contained flats. The building, almshouses typical of this period, comprises three two-storey ranges around a landscaped quadrangle with a boundary wall, railings, and gateway. Although the building has been much altered internally, its external appearance has been restored and has changed little with the exception of 13 offshots added to the outward-facing elevations probably in the late 1950s.

6.2 Trafalgar Square has been in continual use for its intended purpose for over 17 decades, providing social housing for those who have worked as mariners and their dependents. The building is still owned by the Aged Merchant Seamen's Homes and the Sunderland Distressed Mariner's Fund, who were established as a charity as early as 1747. It is part of the collection of landmark buildings clustered around Holy Trinity Church. There are listed buildings on site.

6.3 This archaeological standing building recording, to Level 2, has provided an 'as-is' record to a specification provided by the Tyne & Wear Archaeology Officer. No additional building recording work is currently recommended.

Bibliography

- ◆ Association of Local Government Archaeological Officers (1997) *Analysis and Recording for the Conservation and Control of Works to Historic Buildings*
- ◆ Chartered Institute for Archaeologists (2014) *Standard and guidance for the archaeological investigation and recording of standing buildings or structures*
- ◆ Historic England (2016) *Understanding Historic Buildings: A Guide to Good Recording Practice*
- ◆ Chartered Institute for Archaeologists (2014) *Standard and guidance for the archaeological investigation and recording of standing buildings or structures*
- ◆ Historic England (2011) *Listing Selection Guide: Health and Welfare Buildings*
- ◆ Historic England (2011) *Listing Selection Guide: Maritime and Naval Buildings*
- ◆ Historic England (2008) *Conservation Principles, Policies and Guidance*
- ◆ www.historicengland.org.uk/listing/the-list/



Appendix 1

External Photographs



NECT151116TSQ-001 Trafalgar Square from Church Walk



NECT151116TSQ-002 Trafalgar Square from burial ground (during works)



NECT151116TSQ-003 Courtyard showing inner elevations of N and E Ranges



NECT151116TSQ-004 Courtyard showing inner elevations of S and E Ranges



NECT151116TSQ-005 Inner elevation of North Range



NECT151116TSQ-006 Inner elevation of North Range



NECT151116TSQ-007 Inner elevation of South Range



NECT151116TSQ-008 Gable at north west end of South Range



NECT151116TSQ-009 Inner elevation of East Range



NECT151116TSQ-010 Outer elevation of East Range (part, during works)



NECT151116TSQ-011 Upper storey outer elevation of East Range



NECT151116TSQ-012 Outer elevation of South Range



NECT151116TSQ-013 South West outer boundary wall parallel to S Range



NECT151116TSQ-014 Outer elevation of North Range



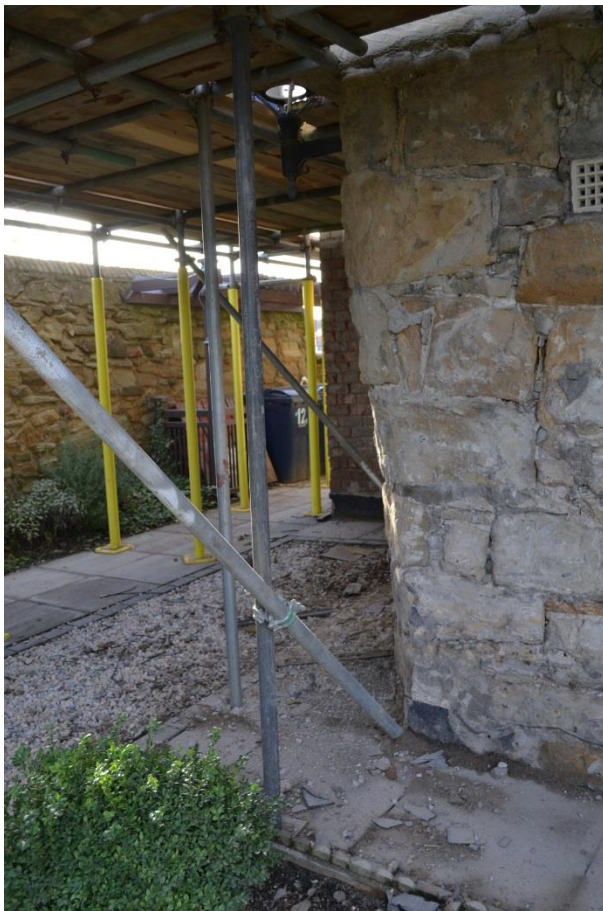
NECT151116TSQ-015 Gable at north west end of North Range



NECT151116TSQ-016 Roof and chimneys on outer elevation of South Range



NECT151116TSQ-017 Crest/Plaque on inner elevation of East Range



NECT151116TSQ-018 Outer corner of N and E Ranges showing shape



NECT151116TSQ-019 External door to Courtyard, corner of N and East Ranges



NECT151116TSQ-020 Example external door, inner elevation (East Range)



NECT151116TSQ-021 Example external door, inner elevation (South Range)



NECT151116TSQ-022 Example detail of plaque (inner elevation, South Range)



NECT151116TSQ-023 Example detail, external wall (inner elevation on N Range) showing door and windows



NECT151116TSQ-024 Example external door, outer elevation (North Range)



NECT151116TSQ-025 Mounted plaque in Courtyard

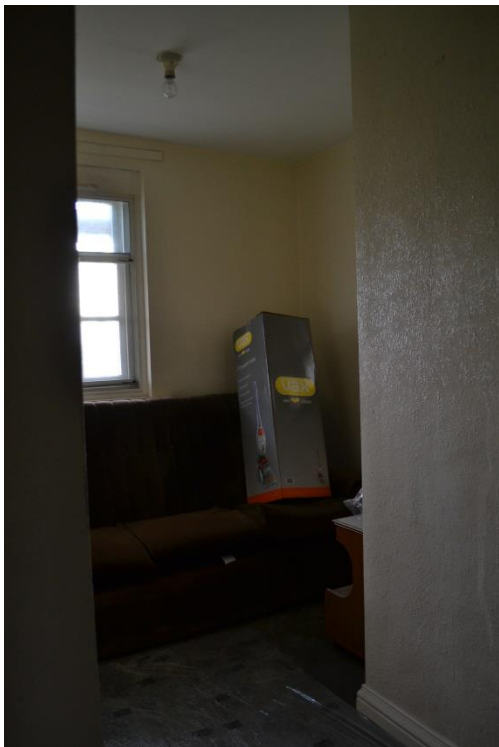


Appendix 2

Internal Photographs



NECT151116TSQ-026 Interior of Room B (first floor)



NECT151116TSQ-027 Interior of Room B (first floor offshot area)



NECT151116TSQ-028 Interior of Room C



NECT151116TSQ-029 Interior of Room E



NECT151116TSQ-030 Chimney breast in Room E



NECT151116TSQ-031 Interior of Room G



NECT151116TSQ-032 Interior of Room B (detail of staircase)



NECT151116TSQ-033 Interior of Room A



NECT151116TSQ-034 Interior of Room F



NECT151116TSQ-035 Interior of Room F



NECT151116TSQ-036 Interior of Room D



Appendix 3

**Tyne & Wear Archaeology Service Specification for Archaeological Building
Recording of 1-33 Trafalgar Square, Sunderland SR1 2BW**

Tyne and Wear Archaeology Service

Specification for Archaeological Building Recording of 1-33 Trafalgar Square, Sunderland SR1 2BW

Planning Application: 16/01262/LBC

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Date: 28th October 2016

County Archaeologist's Reference Number: MON14597

The Tyne and Wear Archaeology Service is the curatorial service for archaeology and industrial archaeology throughout the Tyne and Wear districts. It helps and advises Newcastle, Gateshead, North Tyneside, South Tyneside and Sunderland Councils to carry out their statutory duties to care for the precious historic environment of Tyneside and Wearside. The Service can be found at the Development Management division of the Investment & Development Directorate of

Introduction

Site Grid Reference: NZ 4070 5721

HER 4766 Merchant Seamen's Almshouses

The port of Sunderland had many incapacitated seamen to care for, and probably three times as many widows or orphans of dead seamen. By the middle of 19th century relief was being provided for some 800 widows, 800 orphans and 300 disabled or temporarily unemployed seamen. To provide accommodation for some of these people, almshouses (now demolished) were built in 1727 at the Assembly Garth, south-west of Holy Trinity Church. In 1840 these were supplemented by the almshouses at Trafalgar Square, built in the garden of the old workhouse and designed by William Drysdale. LISTED GRADE II

Listed building consent has been granted for external and internal works to address damp including external alterations to eaves, window sills, rainwater goods, render and external ground level; repairs to brickwork, roof, chimneys, windows and doors; and internal repairs and alterations to floors and walls in two flats.

In accordance with paragraph 141 of the National Planning Policy Framework and standard practice, it is recommended that a programme of recording is undertaken in order to provide a better understanding and to compile a permanent archive record of the structures.

All exterior elevations will be photographed as work is being undertaken to the courtyard north, west and east facing elevations, the east elevation, west elevation and south elevation. Where features within these elevations are the same, only one example of that feature needs to be photographed close-up.

Only one example interior needs to be photographed as only two flat interiors are being altered and repaired.

Prospective archaeological surveyors must be able to recognise architecturally important features and place these within the chronological sequence of the development of the building. Experience of recording buildings is essential, and a proven track-record in this field must be demonstrated in the tendering process.

All staff employed by the Archaeological Contractor shall be professional field archaeologists with appropriate skills and experience to undertake work to the highest professional standards.

The work will be undertaken according to Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide, Project Planning Notes and Technical Guides 2006 (www.english-heritage.org.uk/publications).

The work will be undertaken according to MoRPHE Project Planning Notes 2006 - PPN3 – Archaeological Excavation and PPN6 – Development of Procedural standards and guidelines for the historic environment.

All work must be carried out in compliance with the codes of practice of the Chartered Institute for Archaeologists and must follow the ClfA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures, revised 2014 www.archaeologists.net

Research Aims and Objectives

The finished report should make reference to Regional and Thematic Research Frameworks.

The North-East Regional Research Framework for the Historic Environment (2006) notes the importance of research as a vital element of development-led archaeological work. It sets out key research priorities for all periods of the past allowing commercial contractors to demonstrate how their fieldwork relates to wider regional and national priorities for the study of archaeology and the historic environment. The aim of NERRF is to ensure that all fieldwork is carried out in a secure research context and that commercial contractors ensure that their investigations ask the right questions.

See <http://www.algao.org.uk/Association/England/Regions/ResFwks.htm>

Ideally and where possible the evaluation should cross-reference its aims and objectives to national priorities and the English Heritage Research Agenda 2005-2010. <https://content.historicengland.org.uk/images-books/publications/eh-research-agenda/researchagenda.pdf/>

Where appropriate note any similar nationwide projects using ADS, internet search engines, ALSF website, HEEP website, OASIS, NMR excavation index.

All staff on site must understand the project aims and methodologies.

Association of Local Government Archaeological Officers 1997 “Analysis and recording for the conservation and control of works to historic buildings”.

PROJECT DESIGN

Because this is a detailed specification, the County Archaeologist does **not** require a Project Design from the appointed archaeologist. The appointed archaeologist is expected comply with the requirements of this specification.

Health and Safety

A health and safety statement and risk assessment, identifying potential risks in a risk log (see template in appendix 2 of The MoRPHE Project Manager’s Guide) and specifying suitable countermeasures and contingencies, is required to be submitted to the commissioning client.

The Client may wish to see copies of the Archaeological Contractor's Health and Safety Policies.

The Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide 2006 contains general guidance on Risk management (section 2.3.2, Appendix 2).

Risk assessments must be produced in line with legislative requirements and best practice as set out in the FAME (Federation of Archaeological Managers & Employers) formerly SCAUM (Standing Conference on Archaeological Unit Managers) Health and Safety Manual

www.famearchaeology.co.uk

www.scaum.org/uk

The Risk Assessment will identify what PPE (hard hats, glasses/goggles, steel toe cap and instep boots, gloves, high-viz clothing etc) is required.

Other potentially applicable legislation:

Working at Heights Regulations 2005, Manual Handling 1992

'Safe use of ladders and stepladders: An employers' guide' HSE Books 2005

Scaffolding by law has to have a tag on it with the date it was erected and the name of the person who erected it plus the subsequent dates of safety checks every 7 days.

Some archaeological work (such as those that last more than 30 days or involve more than 500 person days) may be deemed notifiable projects under C.D.M Regulations 1994 (amended 2007). Where C.D.M Regs apply, the HSE must be notified. A CDM Co-ordinator and principal contractor must be appointed. The CDM-C will produce a Health and Safety file. The PC will prepare the Construction Phase Plan. The HSE website includes a Power Point presentation on CDM training.

The appointed archaeological contractor must be mindful at all times of the health-and-safety implications of working in historic buildings.

The appointed archaeologist must comply with current H&S legislation.

A hard hat and safety boots are to be worn at all times.

Only enter the historic building if the commissioning client has confirmed that it is safe to enter. Abandon the visit if conditions are worse than expected.

Useful checklist of potential H&S issues (from 'Safety in Buildings Archaeology' Paul Jeffrey, The Archaeologist, Winter 2005, Number 55

- Is the building secure?
- Are the electric and gas services off?
- Are you able to get in and out without being accidentally locked in?
- Is the fabric of the building safe or are there potential hazards?

- Are there uneven surfaces, unlit steps or rotten timbers?
- Is there a build up of pigeon droppings or standing water with risk of rats or other rodents (zoonotic diseases)?
- Are you working in an isolated area with difficult access for bringing in equipment?
- If using scaffolding are you sure that it is safe, has it been checked by a competent person and are you trained to use it correctly?

The Health and Safety Executive website has downloadable leaflets www.hse.gov.uk

The Standing Conference of Archaeological Unit Managers has two manuals “Health & Safety in Field Archaeology” and “Employment Manager”.

Royal Institute of Chartered Surveyors has a manual “Surveying Safely – Your guide to personal safety at work”
www.rics.org/site/scripts/download_info.aspx?fileID=4078&categoryID=534S

Recording level

The finished report must comply with English Heritage, 2006, “Understanding Historic Buildings – A guide to good recording practice” (revised and expanded version of Royal Commission on the Historical Monuments of England’s 1996 document “Recording Historic Buildings – A Descriptive Specification (Third Edition)”), and must:

- Chart the historical development of the building or site and adequately explain and illustrate what is significant. Where possible significant parts and phases of development should be dated
- Aim at accuracy. The level of record and its limitations should be stated
- A record should make a clear distinction between observation and interpretation, thereby allowing data to be reinterpreted at a later date
- Be produced on a medium which can be copied easily and which ensures archival stability

The survey is to be broadly in accordance with a Historic England Level 2 recording.

Level 2 – a descriptive record. Both exterior and interior will be viewed, described and photographed. The record will present conclusions regarding the building’s development and use. A plan and other drawings may be made but the drawn record will normally not be comprehensive.

Notification

The County Archaeologist needs to know when archaeological fieldwork is taking place in Tyne and Wear so that he can inform the local planning authority and can visit the site to monitor the work in progress. The Archaeological Contractor must therefore inform the County Archaeologist of the start and end dates of the Building Recording exercise. He must also keep the County Archaeologist informed as to progress on the site. The Client will give the County Archaeologist reasonable access to the development to undertake monitoring.

Fieldwork - General Conditions

The Archaeological Contractor must detail measures taken to ensure the safe conduct of the work. The Client may wish to see copies of the Archaeological Contractor's Health and Safety Policies.

The Archaeological Contractor must be able to provide written proof that the necessary levels of Insurance Cover are in place.

All staff employed by the Archaeological Contractor shall be professional field archaeologists with appropriate skills and experience to undertake work to the highest professional standards.

The Survey

The following tasks comprise the building survey:

- 1 *Site location plan***
- 2 *Copies of existing architects drawings to be included in the finished report***
- 3 *Produce a photographic record***

Photographs should be used not only to show a building's appearance, but also to record the evidence on which the analysis of its historic development is based.

All photographs forming part of a record should be in sharp focus, with an appropriate depth of field. They should be adequately exposed in good natural light or, where necessary, sufficiently well-lit by artificial means.

An experienced archaeological photographer should produce a record of the building using **either** a digital camera **or** in black and white print and colour slide.

Digital cameras:

Use a camera of 10 megapixels or more.

For maximum flexibility digital Single Lens Reflex cameras offer the best solution for power users. 10 megapixels should be considered a minimum requirement.

When photographing with digital SLR cameras, there is often a magnifying effect due to smaller sensor sizes.

If the JPEG (Joint Photographic Experts Group) setting is used, set the camera for the largest image size with least compression. The JPEG format discards information in order to reduce file size. If the image is later manipulated, the quality will degrade each time you save the file.

For maximum quality, **the preferred option** is that the RAW (camera-specific) setting is used. This allows all the information that the camera is capable of producing to be saved. Because all of the camera data is preserved, post processing can include colour temperature, contrast and exposure compensation adjustments at the time of conversion to TIFF (Tagged Interchangeable File Format), thereby retaining maximum photographic quality.

The RAW images must be converted to TIFF before they are deposited with the HER and TWAS because special software from the camera manufacturer is needed to open RAW files.

Uncompressed formats such as TIFF are preferred by most archives that accept digital data.

Post photography processing:

The submitted digital images must be 'finished', ready to be archived.

Post photography processing workflow for RAW images:

- 1 Download images
- 2 Edit out unwanted shots & rotate
- 3 Batch re-number
- 4 Batch caption
- 5 Batch convert to TIFF
- 6 Edit in Photoshop or similar
- 7 Save ready to burn to CD
- 8 Burn to CD
- 9 Dispatch

Batch caption – the image files should be named to reflect their content, preferably incorporating the site or building name. Consistent file naming strategies should be used. It is good practice not to use spaces, commas or full stops. For advice, go to <http://ads.ahds.ac.uk/project/userinfo/deposit.html#filenaming> . In order to find images at a future date and for copyright the site or building name, photographer's name and/or archaeological unit etc must be embedded in the picture file. The date can be appended from the EXIF data. Metadata recording this information must be supplied with the image files. A list of images, their content and their file names should be supplied with the image files on the CDs.

Batch conversion to TIFF – any white balance adjustments such as 'daylight' or 'shade' be required then this can be done as part of the conversion process. Ensure that any sharpening settings are set to zero.

Edit in 'Imaging' software such as Photoshop – tonal adjustments (colour, contrast) can be made. Rotate images where necessary, crop them to take out borders, clean the images to remove post-capture irregularities and dust. Check for sensor dust at 100% across the whole image.

Save ready for deposit – convert to TIFF and save. Retain the best colour information possible – at least 24 bit.

If the JPEG setting has been used and the image has been manipulated in any way it should be saved as a TIFF to prevent further image degradation through JPEGing.

Burn to CD – the NMR recommends using Gold CDs. Use an archive quality disk such as MaM-E gold. Gold disks have a lower burn speed than consumer disks.

Disks should be written to the 'Single Session ISO9660 – Joliet Extensions' standard and not UDF/Direct CD. This ensures maximum compatibility with current and future systems.

Images should be placed in the root directory not in a folder.

The CD will be placed in a plastic case which is labelled with the site name, year and archaeological contractor.

Printing the digital images:

In view of the currently unproven archival performance of digital data it is always desirable to create hard copies of images on paper of archival quality.

A small selection of the images will be printed in the finished report, two images per A4 page.

When preparing files for printing, a resolution of 300dpi at the required output size is appropriate.

A **full set** of images will also be professionally printed in colour for the HER and Tyne and Wear Archives.

Use processing companies that print photos to high specifications. Commercial, automatic processing techniques do not meet archival standards and must not be used.

All prints for Tyne and Wear Archives must be marked on the back with the project identifier (e.g. site code) and image number.

Store prints in acid-free paper enclosures or polyester sleeves (labelled with image number)

Include an index of all photographs, in the form of running lists of image numbers

The index should record the image number, title and subject, date the picture was taken and who took it

The print sleeves and index will either be bound into the paper report or put in an A4 ringbinder which is labelled with the site name, year and archaeological unit on its spine.

Black and white print and colour slide:

Black and white film processed to British Standard 5699 is the archival ideal, as it is recognised as suitable for long-term storage.

Use processing companies that develop film to high specifications. Commercial, automatic processing techniques do not meet archival standards and must not be used.

Used films should be processed as soon as possible to counter the effects of film deterioration.

All photographs must be marked on the back with the project identifier (e.g. site code), film number and frame number.

Mark negative holders, not negatives

Include an index of all photographs, in the form of running lists of frame numbers

The index should record the category of film, film number, frame number, title and subject, date the picture was taken and who took it

Silversafe-type paper envelopes are ideal storage media for negatives (or polyester packets)

Store prints in acid-free paper enclosures or polyester sleeves (labelled with print number)

All photographs must include a scale and where appropriate a north sign or other means of location/orientation

All photographs must have the record number of the structural component clearly visible.

{reference: Duncan H. Brown, 2007, "Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation"

The photographic record will include:

- General views of the building in its wider setting or landscape
- The building's external appearance – typically a series of oblique views will show all external elevations of the building to give an overall impression of its size and shape. Where an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate
- Detailed close-up coverage of the building's external appearance – windows, doors, decorative detail, blocked openings, chimneys, etc etc
- Overall appearance of each room and circulation areas of one of the flats which is to be repaired
- Internal close-up detail, structural and decorative – windows, doors, fireplaces, staircases, cornices, architraves, skirting boards, doorcases etc etc of one of the flats which is to be repaired
- Any dates or other inscriptions, any signage, maker's plates or graffiti, which contribute to an understanding of the building or its fixtures or machinery. A contemporaneous transcription should be made wherever characters are difficult to interpret

4 *Context list phasing tables, cross-referenced to the plans and photographs.*

A minimal recording methodology should number each feature on the photographic record, group the features by phase, and locate their position on the floor plans and elevation drawings.

5 *Survey report*

A report will be produced, detailing the recording methodology and outlining the structural sequence, as observed from the survey.

- Precise location of the building, by name, street, town
- National grid reference
- Details of listing and Conservation Area
- Date the record was made and name of the recorder
- Summary statement describing the building's type or purpose, materials and possible date(s) so far as is apparent
- An account of the building's plan, form, function, age and development sequence
- Room by room description and description of exterior
- Names of architects, builders, patrons and owners should be given if known
- An account of the building's overall form and of its successive phases of development, and of the evidence supporting this analysis
- An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations
- An account of any fixtures, fittings, plant or machinery associated with the building and its purpose
- Any evidence for the former evidence of demolished structures or plant associated with the building
- Historic map regression
- Copies of any archive plans of building
- Copies of any historic photographs of the building
- Full bibliographic references and list of sources consulted
- Glossary of architectural terms likely to be unfamiliar to readers.

Documentary and cartographic records, plans (including deposited building plans, 1:500 town centre OS maps, Charles Goad Fire Insurance Plans etc) and photographs relating to the building will be consulted at:

Tyne and Wear Archives at Blandford House, Blandford Square, Newcastle upon Tyne NE1 4JA (tel. 0191 2326789 ext 407)

Sunderland Local Studies Centre, City Library and Arts Centre, Fawcett Street, Sunderland SR1 1RE (tel. 0191 5148439)

Historic England Archive, The Engine House, Fire Fly Avenue, Swindon SN2 2EH (tel. 01793 414600)

<https://www.historicengland.org.uk/images-books/archive>
www.pastscape.org.uk – publicly accessible online version

The report must have the following features:-

1. List of drawings, cross-referenced to a location plan or plans
2. Details of visits to the building undertaken by the contractor
3. Selection of digital images printed at high quality
4. A card cover with title, date, author, contractor organisation and commissioning client
5. Some form of secure binding, preferably of the spiral or ring type.
6. Copy of this specification

Two paper copies of the report need to be submitted:

- One for deposition in the County HER (address on front page)
- One for Tyne and Wear Archives (to be sent to the HER as TWAS collect reports from the HER on an annual basis)

Two copies of the digital images professionally printed (see guidance above) as photographic prints (in conservation grade transparent plastic wallets in an A4 ringbinder as detailed above) is needed:

- For the HER
- For Tyne and Wear Archives. Please send this to the HER

Where black and white film and colour slide has been used instead of a digital camera, two sets of the prints and slides are needed plus one set of negatives:

- One set of prints and slides for the HER
- One set of prints, slides and the negatives for TWAS. Please send this to the HER

Three pdf copies of the report plus all of the digital photographs and metadata (as detailed above) are needed on CD.:

- one for the commissioning client
- one for the planning authority (Sunderland City Council) – to be submitted formally by the developer with the appropriate fee
- and one for deposition in the County HER

The report and CD for the HER and TWAS must be sent by the archaeological consultant or their client directly to the address on the front page. If the report is sent via the planning department, every page of the report and all the photographs will be stamped with the planning application number which ruins the illustrations and photos. The HER is also often sent a photocopy instead of a bound colour original which is unacceptable.

Archaeology Data Service

The digital archive including the image files can, if the appointed archaeologist and commissioning client choose to, be deposited with the ADS (The Archaeology Data Service) which archives, disseminates and catalogues high quality digital resources of long-term interest to archaeologists. The ADS will evaluate datasets before accepting them to maintain rigorous standards (see the ADS Collections Policy). The ADS charge a fee for digital archiving of development-led projects. For this reason deposition of the images with the ADS is optional.

Archaeology Data Service
Department of Archaeology

University of York
King's Manor
York
YO1 7EP
01904 433 954

Web: <http://ads.ahds.ac.uk>

OASIS

The Tyne and Wear County Archaeologist supports the Online Access to the Index of Archaeological Investigations (OASIS) project. This project aims to provide an online index/access to the large and growing body of archaeological grey literature, created as a result of developer-funded fieldwork.

The archaeological contractor is therefore required to register with OASIS and to complete the online OASIS form for their building recording at <http://www.oasis.ac.uk/>. Please ensure that tenders for this work takes into account the time needed to complete the form.

Once the OASIS record has been completed and signed off by the HER and NMR the information will be incorporated into the English Heritage Excavation Index, hosted online by the Archaeology Data Service.

The ultimate aim of OASIS is for an online virtual library of grey literature to be built up, linked to the index. The unit therefore has the option of uploading their grey literature report as part of their OASIS record, as a Microsoft Word document, rich text format, pdf or html format. The grey literature report will only be mounted by the ADS if both the unit and the HER give their agreement. The grey literature report will be made available through a library catalogue facility.

Please ensure that you and your client understand this procedure. If you choose to upload your grey literature report please ensure that your client agrees to this in writing to the HER at the address below.

For general enquiries about the OASIS project aims and the use of the form please contact: Mark Barratt at the National Monuments Record (tel. 01793 414600 or oasis@english-heritage.org.uk). For enquiries of a technical nature please contact: Catherine Hardman at the Archaeology Data Service (tel. 01904 433954 or oasis@ads.ahds.ac.uk). Or contact the Tyne and Wear Archaeology Officer.

This specification is based on:

Digital Imaging Guidelines by Ian Leonard, Digital Archive Officer, English Heritage 22 September 2005)

Understanding Historic Buildings – A guide to good recording practice, English Heritage, 2006

Duncan H. Brown, 2007, "Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation"

IFA, Guidance on the use and preservation of digital photographs

FISH (Forum on Information Standards in Heritage), September 2006 v.1, A Six Step Guide to Digital Preservation, FISH Fact Sheet No. 1

Visual Arts Data Service and Technical Advisory Service for Images, Creating Digital Resources for the Visual Arts: Standards and Good Practice
http://vads.ahds.ac.uk/guides/creating_guide/contents.html

AHDS Guides to Good Practice – Julian Richards and Damian Robinson (eds), Digital Archives from Excavation and Fieldwork: Guide to Good Practice, Second Edition

If you need this information in another format or language, please contact Jennifer Morrison at the above address.

